



**United States Department of Agriculture**

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**Financial Management  
Modernization Initiative (FMMI)**

***FMMI Deployment 1-3  
Training Course Catalog***

Version 2

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# 1 FMMI Training

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## 1.1 Course Catalog Overview

The FMMI Training Course Catalog contains all the key courses in the FMMI curriculum. Each course description includes:

- Target Audience
- Purpose/Description
- Course Objectives
- Pre-Requisites
- Course Length
- Delivery Method

### **100 Level – Introduction to FMMI**

*What is FMMI, why is it being implemented?* This training provides an overview of the FMMI program and develops further awareness of the impact of FMMI on roles at USDA. It includes FMMI definitions, financial concepts, purpose of the FMMI program, reasons for change, changes to the high level processes, roles, benefits of the new processes and systems, and impacts to the business.

### **200 level – Process Overview**

*What are the key financial concepts associated to the FMMI implementation?* This training provides detailed information about each of the business processes involved for individuals' role(s).

### **300 Level – System Navigation**

*How do I navigate the FMMI application?* This training provides an overview and hands-on practice navigation of the FMMI system (e.g., Portal, ECC, and BI). The course includes log on procedures, use of icons, key navigation concepts, menu selections and paths, tool bars, reports, and FMMI Online Help.

### **400 Level – Role-Based**

*What are the processes in the core functional areas (e.g., General Ledger, Funds Management, Accounts Payable, Purchasing, Accounts Receivable, and Cost Management)?* This training provides hands-on practice of the activities and tasks that individuals will be responsible for in their new role(s).

## 2 FMMI 100 Level Training

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### 2.1 FMMI 101 – Introduction to FMMI

#### Target Audience

- All FMMI roles (Agency and Department)

#### Purpose/Description

- The purpose of the FMMI 101 – Introduction to FMMI course is to introduce the FMMI program to users summarizing key program goals, benefits, system capabilities and deployment approach during the transition from FFIS to FMMI. The course provides a high-level overview of the FMMI process areas, the Change Management process, and pertinent user information in preparation for Go-Live.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Summarize the FMMI program, benefits and goals, background, system capabilities accomplishments and deployment approach
- Explain the differences between FFIS to FMMI
- Identify the FMMI process areas
- Explain the FMMI implementation phases
- Summarize the FMMI Change Management activities
- Navigate the resources for post production support

#### Pre-Requisites

- Change Discussions with Agency Implementation team

#### Course Length

- 3 hours

#### Delivery Method

- Instructor-Led Training (ILT) via Auditorium/Audio Teleconference

## 3 FMMI 200 Level Training

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### 3.1 FMMI 201 – FMMI Integrated Process Overview

#### Target Audience

- All FMMI roles (Agency and Department)

#### Purpose/Description

- The purpose of the FMMI 201 - FMMI Integrated Process Overview is to provide an introduction to the process, coordination, and information needed to understand the Integrated Process in FMMI. The course also introduces the end-to-end integrated process, key terminology, FMMI user roles and their corresponding responsibilities.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Understand why FMMI is an integrated system
- Explain the high-level FMMI process
- Explain the key terminology associated with FMMI
- Describe the main function of each FMMI process area
- Give an example of how FMMI will affect USDA's business processes

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI

#### Course Length

- 1.5 hours

#### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 3.2 FMMI 202 - FMMI General Ledger Overview

### Target Audience

- All General Ledger roles (Agency and Department)

### Purpose/Description

- The purpose of the FMMI 202 - FMMI General Ledger Overview is to provide an introduction to the process, coordination, and information needed to understand General Ledger in FMMI. The course introduces the end-to-end General Ledger process, key terminology, General Ledger touch-points with other process areas, FMMI user roles and their corresponding responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain key General Ledger terminology and business concepts
- Explain the high-level General Ledger process
- Explain the FMMI roles required to perform the General Ledger process
- Maintain General Ledger Master Data process
- Manage General Ledger Postings process
- Execute General Ledger Reports process
- Explain how other business areas interact with the General Ledger process
- Explain the purpose of G/L FMMI reports

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

### Course Length

- 2 hours

### Delivery Method

- Self-study web-based training (WBT) via AgLearn

### 3.3 FMMI 203 - FMMI Periodic Processing Overview

#### Target Audience

- All Periodic Processing roles (Agency and Department)

#### Purpose/Description

- The purpose of the FMMI 203 - FMMI Periodic Processing Overview course is to provide an introduction to the process, coordination, and information needed to understand Periodic Processing in FMMI. The course introduces the end-to-end Periodic Processing, key terminology, Periodic Processing touch-points with other process areas, FMMI user roles and their responsibilities.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Periodic Processing terminology and concepts
- Explain the FMMI roles and functions relevant to performing Periodic Processing
  - Month-End Closing sub-processes
  - Year-End Closing sub-processes
- Explain high-level Periodic Processing and sub-processes
- Explain how other process areas interact with Periodic Processing
- Provide examples of the FMMI standard reports

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

#### Course Length

- 1.5 hours

#### Delivery Method

- Self-study web-based training (WBT) via AgLearn

### 3.4 FMMI 204 - FMMI Funds Management Overview

#### Target Audience

- All Funds Management roles (Agency and Department)

#### Purpose/Description

- The purpose of the FMMI 204 - FMMI Funds Management Overview course is to provide an introduction to the process, coordination, and information needed to understand the Funds Management process in FMMI. The course introduces the end-to-end Funds Management process, key terminology, Funds Management touch-points with other process areas, FMMI user roles and their responsibilities.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the high-level Funds Management (FM) process and sub-processes
- Explain the key Funds Management terminology and business concepts
- Explain the FMMI roles required to perform the Funds Management process
- Explain the Funds Management master data maintenance elements
- Explain the Budget Distribution end-to-end process
- Explain the Funds Reservation end-to-end process
- Explain the Funds Commitment end-to-end process
- Explain how other business process areas interact with the Funds Management process
- Provide examples of the FMMI Funds Management reports

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

#### Course Length

- 2.5 hours

#### Delivery Method

- Self-study web-based training (WBT) via AgLearn



### 3.5 FMMI 205 - FMMI Cost Management Overview

#### Target Audience

- All Cost Management roles (Agency and Department)

#### Purpose/Description

- The purpose of the FMMI 205 - FMMI Cost Management Overview course is to provide an introduction to the process, coordination, and information needed to understand the Cost Management process in FMMI. The course introduces the end-to-end Cost Management process, key terminology, Cost Management touch-points with other process areas, and FMMI user roles and their responsibilities.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the Cost Management end-to-end process, sub-processes, business activities, and tasks
- Explain the key Cost Management terminology
- Explain the key Cost Management process flows and business concepts
- Describe the FMMI roles associated with the Cost Management end-to-end process
- Explain the interactions between the Cost Management process area and other process areas, sub-processes, business activities and tasks within FMMI
- Provide examples of the FMMI standard reports

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

#### Course Length

- 2.5 hours

#### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 3.6 FMMI 206 - FMMI Accounts Receivable Overview

### Target Audience

- All Accounts Receivables roles (Agency and Department)

### Purpose/Description

- The purpose of the FMMI 206 - FMMI Accounts Receivable Overview course is to provide an introduction to the process, coordination, and information needed to understand the Accounts Receivable process in FMMI. The course introduces the end-to-end Accounts Receivable process, key terminology, Accounts Receivable touch-points with other process areas, FMMI user roles and their responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Accounts Receivable terminology and business concepts
- Explain the high-level Accounts Receivable process and sub-processes
  - Customer Master Data sub-process
  - Sales Order and Billing sub-processes
  - Accounts Receivable invoice sub-process
  - Collections sub-process
  - Credit Memo sub-process
  - Debt Management and Referral sub-processes
- Explain the FMMI roles required to perform the Accounts Receivable process
- Explain how other business areas interact with the Accounts Receivable process
- Provide examples of the FMMI standard reports

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

### Course Length

- 3 hours

### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 3.7 FMMI 207 - FMMI Purchasing Overview

### Target Audience

- All Purchasing roles (Agency and Department)

### Purpose/Description

- The purpose of the FMMI 207 – FMMI Purchasing Overview course is to provide an introduction to the process, coordination, and information needed to understand the Purchasing process in FMMI. The course introduces the end-to-end Purchasing process, key terminology, Purchasing touch-points with other process areas, and FMMI user roles and their responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Purchasing terminology and business concepts
- Explain the high-level Purchasing process and sub-processes
  - Vendor Master Data sub-processes
  - Purchase Requisition sub-process
  - Purchase Order sub-processes
  - Goods Receipt sub-processes
- Explain the FMMI roles required to perform the Purchasing process
- Explain how other business areas interact with the Purchasing process
- Provide examples of FMMI standard reports

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

### Course Length

- 2 hours

### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 3.8 FMMI 208 - FMMI Accounts Payable Overview

### Target Audience

- All FMMI Accounts Payable roles (Agency and Department)

### Purpose/Description

- The purpose of the FMMI 208 – Accounts Payable course is to provide an introduction to the process, coordination, and information needed to understand the Accounts Payable process in FMMI. The course introduces the end-to-end Accounts Payable process, key terminology, Accounts Payable touch-points with other process areas, and FMMI user roles and their responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Accounts Payable terminology and business concepts
- Explain the high level Accounts Payable process and sub-processes
- Explain the FMMI roles required to perform the Accounts Payable process
  - Bank Master Data sub-process
  - Invoicing sub-processes
  - Payment Execution sub-processes
- Explain how other business areas interact with the Accounts Payable process
- Provide examples of the FMMI standard reports

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

### Course Length

- 2 hours

### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 4 FMMI 300 Level Training

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### 4.1 FMMI 301 - FMMI Portal and SAP Navigation

#### Target Audience

- All FMMI roles (Agency and Department)

#### Purpose/Description

- The purpose of the FMMI 301 – FMMI Portal and SAP Navigation course is to provide an overview of the SAP ERP System, SAP modules used by FMMI and key concepts. The course includes the core functions of the system and guides users how to navigate the FMMI Portal, FMMI Online Help, to generate reports, and execute transactions.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Describe SAP and identify SAP modules used by FMMI
- Explain the key SAP and FMMI terms and concepts
- Navigate the FMMI Portal
- Explain the difference between master data and transactional data
- Manage favorites
- Describe the screen elements and types of fields
- Perform searches in FMMI
- Navigate Online Help
- Run FMMI reports

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role

#### Course Length

- 8 hours

#### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 4.2 FMMI 302 - FMMI BI Navigation

### Target Audience

- All FMMI Business Intelligence roles (Agency and Department)
  - Funds Management BI Reporter
  - General Ledger BI Reporter
  - Purchasing BI Reporter
  - Accounts Payable BI Reporter
  - Accounts Receivable BI Reporter
  - Cost Management BI Reporter
  - BI Payroll Reporter
  - BI Power User
  - BI Payroll Power User
  - Cash Reconciliation BI Reporter

### Purpose/Description

- The purpose of the FMMI 302 – FMMI BI Navigation course is to provide an overview of the BI application used by FMMI and key concepts. The course includes the core functions of the reporting system and guides users how to navigate FMMI to generate reports.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the concept and components of FMMI Business Intelligence (BI)
- Explain BI capabilities and associated benefits
- Define BI key terminology
- Explain BI data architecture
- Access and execute BI reports

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 4 hours

### Delivery Method

- Self-study Web-based training (WBT) via AgLearn

## 5 FMMI 400 Level Training

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### 5.1 FMMI 401 - FMMI Display Transactions

#### Target Audience

- All Evaluator roles (Agency and Department) – primarily for users who are “view only” and do not take other 400 Level courses
  - Accounts Payable Evaluator
  - Accounts Receivable Evaluator
  - Cost Management Evaluator
  - General Ledger Evaluator
  - Funds Management Evaluator
  - Purchasing Evaluator

#### Purpose/Description

- The purpose of the FMMI 401 – FMMI Display Transactions course teaches the various display transactions for each FMMI process area and corresponding roles and responsibilities.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Describe the Evaluator role and responsibilities of each FMMI process area
- Identify the available transactions assigned to the Evaluator within each FMMI Process area
- Complete transactions for each relevant process area through activities, demonstrations and walkthroughs

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Display Budget Entry Document
- Display Fund Center
- Display Funds Commitment
- Display Funds Reservation
- Display Vendor Master Record
- Display Changes to Vendor Master Record
- Display a Purchasing Requisition
- Display a Purchase Order
- Display a Goods Receipt
- Display Invoice - LIV
- Display Parked Invoice - FI
- Display Funds Commitment
- Display Funds Reservation
- Display Sales Customer Master
- Display Sales Order
- Display AR Document
- Display Billing Document
- Display G/L Account Document
- Display Parked G/L Account Document
- Display Parked G/L Account Document Changes
- Display G/L Account Line Items
- Display Cost Center
- Display Project
- Display Project Settlement Rules
- Display Assessment Cycle



Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 8 hours

Delivery Method

- Instructor-Led Training (ILT) in Classroom



## 5.2 FMMI 402 - FMMI Financial Management Reporting (ECC)

### Target Audience

- All Reporter roles (Agency and Department)
  - Accounts Receivable Reporter
  - Sales Order Reporter
  - Accounts Payable Reporter
  - Financial Reporter
  - Purchasing Reporter
  - Cost Management Reporter
  - Funds Management Reporter
  - IAS Interface Reporter

### Purpose/Description

- The purpose of the FMMI 402 – FMMI Financial Management Reporting (ECC) course is to guide users through the various reporting functions available in the FMMI system. The course explains the purpose of key reports for each process area and the associated roles and responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Identify a selection of available reports of each FMMI Process area
- Define the purpose of the reports of every process area
- Describe the role and responsibilities of each FMMI report in the process areas
- Complete report transactions for each relevant process area

Upon completion of this course, participants will be able to successfully complete the following in FMMI:

- Run Fund Alphabetical List Report
- Run Budget Availability Control Report
- Run Budget View by Document Type Report
- Run Status of Funds Report SPL
- Vendor List Report
- Display Changes to Vendor Report
- Purchase Requisition List Display Report
- Purchase Order List Display by Vendor Report
- Material Document List Report
- Accounts Payable Aging Report
- Display Line Item Report
- Display List of Invoice Documents
- Document Chain Report
- List of Sales Orders Report
- List Billing Documents Report
- Display Account Balance for AR Items Report
- Trial Balance by Fund at Full Account Level Report
- Trial Balance – FACTS I Report
- Trial Balance – FACTS II Report
- Transaction Register Report
- Actual Project Cost Per Month - Current Fiscal Year Report
- Display Actual Cost Documents
- Structure Overview Report
- Project Structure Overview Report
- IAS to FMMI Purchase Requisition Document Tracking Report
- IAS to FMMI Purchase Order Document Tracking Report



- IAS to FMMI Goods Receipt Document Tracking Report
- IAS to FMMI Invoice Receipt Document Tracking Report

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 12 hours

Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.3 FMMI 403 - FMMI BI Non-Payroll Reporting

### Target Audience

- Funds Management BI Reporter
- General Ledger BI Reporter
- Purchasing BI Reporter
- Accounts Payable BI Reporter
- Accounts Receivable BI Reporter
- Cost Management BI Reporter
- BI Power User

### Purpose/Description

- The purpose of the FMMI 403 – FMMI BI Non-Payroll Reporting course is to guide users through the various reporting functions available in the FMMI system. The course explains the purpose of key BI non-payroll reports for each process area and the associated roles and responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key terms associated with BI Non-Payroll reports
- Explain the BI Non-Payroll business needs and frequency of use
- Run BI Non-Payroll reports
- Navigate the BI Non-Payroll reports
- Explain the layout of the BI Non-Payroll reports
- Drill-down the BI Non-Payroll reports

Upon completion of this course, participants will be able to successfully complete the following in FMMI:

- Run Status of Fund Report - Summary
- Run Budget Report
- Run Budget Entry Documents Report
- Run Budget Line Items Report
- Run Status of Spending Report
- Run AP Aging Summary Report
- Run AP Aging Detail Report
- Run AR Summary Report
- Run AR Aging Detail
- Run WBS Element (Detail): Costs Report
- Run WBS Element: Cost
- Run Transaction Register
- Run Transaction Register – Detail
- Run Standard Trial Balance
- Run Detail Trial Balance (BP)
- Backlog Overview

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation
- FMMI 302 – FMMI BI Navigation



Course Length

- 7 hours

Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.4 FMMI 404 - FMMI BI Payroll Reporting

### Target Audience

- BI Payroll Reporter
- BI Payroll Power User

### Purpose/Description

- The purpose of the FMMI 404 – FMMI BI Payroll Reporting course is to guide users through the various reporting functions available in the FMMI system. The course explains the purpose of key BI payroll reports for each process area and the associated roles and responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key terms associated with BI Payroll report
- Understand the FMMI BI Payroll Reporter role
- Explain the report's security controls
- Explain the BI Payroll report's refresh schedule
- Navigate the BI Payroll report
- Run BI Payroll report
- Explain the layout of the BI Payroll report

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Run Payroll Employee Level Detail Report

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation
- FMMI 302 – FMMI BI Navigation

### Course Length

- 1 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.5 FMMI 405 - FMMI BI Ad Hoc Queries

### Target Audience

- BI Power User
- BI Payroll Power User

### Purpose/Description

- The purpose of the FMMI 405 – FMMI BI Ad Hoc Queries course is to guide users through the various reporting functions available in the FMMI system. The course outlines how to modify, create, save, and delete ad hoc queries.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain Business Intelligence (BI) key terminology
- Describe the roles and responsibilities for executing BI ad hoc reports
- Explain the BI data architecture
- Explain the difference between Data Store Object (DSO) and InfoCube reporting
- Define InfoProvider, and MultiProvider
- Explain Online Analytical Processing (OLAP) functionality

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create and Save Ad Hoc Query
- Create Formula
- Retrieve a Query Using History Tab

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation
- FMMI 302 – FMMI BI Navigation

### Course Length

- 4 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.6 FMMI 406 - FMMI BI Cash Reconciliation Reporting\*

### Target Audience

- BI Cash Reconciliation Reporter

### Purpose/Description

- The purpose of the FMMI 406 – FMMI Cash Reconciliation Reporting course is to guide users through the various cash reconciliation reporting functions available in the FMMI system. The course explains the purpose and navigation of the Statement of Differences reports and the associated role and responsibilities.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key terms associated with BI Cash Reconciliation reports
- Understand the FMMI BI Cash Reconciliation roles
- Explain the report's refresh schedule
- Run and navigate the BI Cash Reconciliation reports
- Explain the layout of the BI Cash Reconciliation reports
- Drill-down the BI Cash Reconciliation reports
- Utilize FMMI to modify, create, and save cash reconciliation ad hoc queries

Upon completion of this course, participants will be able to successfully complete the following in FMMI:

- Run Statement of Differences – Summary Report
- Run Statement of Differences – Unmatched Schedule Report
- Run Statement of Differences – Matched Schedule Report
- Create and Save Ad Hoc Cash Reconciliation Query

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation
- FMMI 302 – FMMI BI Navigation

### Course Length

- 4 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

\* This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.

## 5.7 FMMI PLCE - FMMI Program Loan Cost Expense (PLCE) Process\*

### Target Audience

- PLCE PO Processor and Approver
- PLCE Invoice Processor and Approver
- PLCE G/L Processor and Approver

### Purpose/Description

- The purpose of the FMMI PLCE – FMMI Program Loan Cost Expense (PLCE) Process course is to guide Rural Development (RD) and the Farm Service Agency (FSA) users to use Program Loan Cost Expense (PLCE) transactions as a means for tracking and paying charges related to agency program activity. The course explains the purpose and process to enter / approve PLCE Purchase Orders, Invoices, and Post Payment Adjustment in FMMI using the Adobe Forms for the corresponding process areas.

### Course Objectives

Upon completion of this course, participants will be able to:

- Describe the PLCE end-to-end process, business activities, and tasks
- Explain the key PLCE terminology
- Describe the FMMI roles required to perform the PLCE end-to-end process
- Complete transactions related to the PLCE process

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 4 hours

### Delivery Method

- Instructor-Led Training (ILT) in WebEx

\* This course was developed / delivered for specific / limited agencies roles (i.e. RD and FSA) for Deployment 2. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.



## 410 Series

### 5.8 FMMI 411 - FMMI Funds Management Master Data Maintenance\*

#### Target Audience (Department)

- Funds Management Administrator
- Funds Management Master Data Maintainer

#### Purpose/Description

- The purpose of the FMMI 411 - FMMI Funds Management Master Data Maintenance course is to explain the core functions for Master Data maintenance of Funds Management. The course covers the Funds Master Data elements such as Application of Funds, Budget Period, Master Data Groups, and Master Data Rules.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Create, change, and/or display the following Individual elements of Funds Master Data: Application of Funds (AoF), Fund, Funds Center, Funded Program (display only), Functional Area, Commitment Item and budget period
- Create, change, and/or display the following Master Data groups: Application of Funds, Fund, Funds Center, Funded Program, Functional Area and Commitment Item
- Describe the master data maintenance processes and associated roles and responsibilities
- Explain master data maintainer touch-points with other areas
- Complete transactions related to the maintenance of master data

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Functional Areas Groups
- Create, Change, and Display Commitment Item Group
- Process Derivation Rules
- Create, Change, and Display Application of Funds
- Create, Change, and Display Budget Period
- Create, Change, and Display Fund
- Create, Change, and Display Funds Center
- Display Funded Program
- Create, Change, and Display Functional Area
- Create, Change, and Display Commitment Item
- Create, Change, and Display Fund Group
- Create, Change, and Display Funds Center Group
- Create, Change, and Display Funded Program Group

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 204 – FMMI Funds Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

#### Course Length

- 12 hours

#### Delivery Method

- Instructor-Led Training (ILT) in Classroom

*\*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.*

## 5.9 FMMI 412 - FMMI Cost Management Master Data Maintenance

### Target Audience (Agency and Department)

- Agency Cost Management Master Data Maintainer
- Department Cost Management Master Data Maintainer
- WBS Mass Upload Processor

### Purpose/Description

- The purpose of the FMMI 412 – FMMI Cost Management Master Data Maintenance course is to explain the core roles and responsibilities associated with maintaining Master Data for Cost Management. The course describes key business concepts, changes, and transactions related to Cost Management Master Data process.

### Course Objectives

Upon completion of this course, participants will be able to:

- Define the Cost Management master data sub-processes, business activities, and tasks
- Explain the key CM master data terminology
- Explain how the CM master data sub-processes fit in the entire CM process
- Describe the FMMI roles associated with the CM master data sub-processes
- Explain the interactions between the CM master data sub-processes and other process areas, sub-processes, business activities and tasks within FMMI
- Differentiate between Department master data and Agency master data

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- 
- Display Primary Cost Element
- Create, Change and Display Secondary Cost Element
- Change and Display Cost Center Hierarchy
- Create, Change and Display Cost Center
- Create, Change and Display Statistical Key Figure
- Create, Change and Display Project and Subordinate WBS Element

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 205 – FMMI Cost Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 12 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.10 FMMI 413 - FMMI General Ledger Master Data Maintenance\*

### Target Audience (Department)

- General Ledger Master Data Maintainer

### Purpose/Description

- The purpose of the FMMI 413 - FMMI General Ledger Master Data Maintenance course is to explain the process flows of the FMMI General Ledger Master Data activities such as Chart of Accounts, Account Groups, and maintenance of related Master Data. The course describes the GL Master Data user roles and their associated responsibilities and functions in the system.

### Course Objectives

Upon completion of this course, participants will be able to:

- List the key FMMI General Ledger terminology
- Illustrate the process flows associated with the General Ledger process
- Define FI Module
- Explain the interaction of the FI Module with other modules in FMMI
- Explain the General Ledger processes
  - Chart of Accounts
  - Account Groups
- Identify the FMMI roles required to perform the General Ledger process
  - Maintain General Ledger Master Data
- Identify how other process areas interact with the General Ledger process
- Complete transactions executed by the General Ledger Master Data Maintainer and General Ledger Evaluator roles
  - Create General Ledger Master Data
  - Change General Ledger Master Data
  - Display General Ledger Master Data Changes
  - Block General Ledger Master Data
  - Mark a General Ledger account for Deletion

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create G/L Master Data
- Change G/L Master Data
- Display G/L Master Data Changes
- Block G/L Master Data
- Mark a G/L Account for Deletion

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 202 – FMMI General Ledger Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 4 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

*\*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.*

## 5.11 FMMI 414 - FMMI Customer and Vendor Master Data Maintenance\*

### Target Audience (Department)

- Customer Master Data Maintainer
- Bank Master Data Maintainer
- Vendor Master Data Maintainer
- Customer and Vendor Master Data Requestor
- Customer and Vendor Master Data Approver

### Purpose/Description

- The purpose of the FMMI 414 – FMMI Customer and Vendor Data Maintenance course is to describe the end-to-end process flows and sub-processes associated with the maintenance of Master Data for customers and vendors. The course prepares designated users on how to execute the required tasks and activities associated with Customer and Vendor Master Data maintenance.

### Course Objectives

Upon completion of this course, participants will be able to:

- Describe the purpose and use of customer master data, vendor master data, and bank master data across FMMI
- Explain how to create and maintain vendor master records and customer master records
- Describe the process for retrieving bank master data updates
- Describe the roles required to create, maintain, and retrieve master data

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Vendor Master Record
- Block/Unblock Vendor Master
- Display Bank Master Record
- Change and Display Bank Master
- Create, Change, and Display Customer Master
- Block Customer Master
- Unblock Customer Master
- Display Sales Customer Master

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 207 – FMMI Purchasing Overview
- FMMI 208 – FMMI Accounts Payable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 8 hours

### Delivery Method

- Instructor-led Training (ILT) in Classroom

*\*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.*

## 420 Series

### 5.12 FMMI 421 - FMMI General Ledger Process

#### Target Audience (Agency and Department)

- General Ledger Administrator
- General Ledger Processor
- General Ledger Approver

#### Purpose/Description

- The purpose of the FMMI 421 – FMMI General Ledger Process course is to explain the end-to-end General Ledger Management process and describe associated process flows such as transaction posting, accruals and adjustments and parking documents. The course prepares appropriate users to manage GL postings for reconciliation and verification.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the General Ledger end-to-end process, business activities, and tasks
- Explain the key General Ledger terminology
- Describe the FMMI roles required perform the General Ledger end-to-end process
- Explain the interactions between the General Ledger process area and other process areas, business activities, and tasks within FMMI
- Complete transactions related to the General Ledger process

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create Parked G/L Account Document
- Reject Parked G/L Account Document
- Change Parked G/L Account Document
- Post G/L Account Document
- Reverse G/L Account Document
- Create Accrual
- Reverse Accrual

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 202 – FMMI General Ledger Overview
- FMMI 301 – FMMI Portal and SAP Navigation

#### Course Length

- 8 hours

#### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.13 FMMI 422 - FMMI Period End Process\*

### Target Audience (Department)

- Period End Processor
- Treasury Submission Processor
- FACTS Processor

### Purpose/Description

- The purpose of the FMMI 422 – FMMI Period End Process course is to explain the process flows of Period-End Closing activities that interact with General Ledger, Accounts Receivable, Accounts payable, Controlling, Funds Management and Materials Management. The course prepares users involved in the Period End process on how to execute process functions associated with their designated roles.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the process flows of Period-End Processing activities
- Explain the Period-End Processing terminology
- Describe Period-End Processing and its associated roles and responsibilities
- Explain Period-End Processing touch-points with other process areas
- Describe key concepts related to Period-End Processing
- Complete transactions related to Period-End Process activities

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Send Bulk File to Treasury – FACTS I
- Data Extract - FACTS II
- Upload MAF File - FACTS II
- Send Bulk File to Treasury - FACTS II
- Open/Close Material Management Posting Period
- Open/Close General Ledger Posting Period
- Open/Close Controlling Posting Period
- Submit SF-224

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 203 – FMMI Periodic Processing Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 8 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

*\*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.*

## 5.14 FMMI 423 - FMMI Year End Process\*

The FMMI Year End Process course was delivered during the Year End activities in 2010.

### Target Audience

- FACTS Processor
- Treasury Submission Processor
- Period End Processor

### Purpose/Description

- The purpose of the FMMI 423 – FMMI Year End Process course is to explain the process flows of Year-End Closing activities that are carried out at the end of the year. The course prepares users involved in the Year End process on how to execute process functions associated with their designated roles. This course teach users to how to close accounts for the year, how to determine the net effect of activities on USDA's General Ledger for the year. In addition, course provides guidance on how open a new year to track financial activity in the upcoming year. Lastly, the course illustrates how to execute the financial statements / reports which reflect the USDA's financial status for the year.

### Course Objectives

- Explain the Year-End Closing end-to-end process, business activities, and tasks
- Explain the key Year-End process terminology
- Describe the FMMI roles required perform the Year-End Closing end-to-end process
- Explain the interactions between the Year-End Closing process and other process areas, business activities, and tasks within FMMI
- Review transactions related to the Year-End Closing process

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Send Bulk File to Treasury – FACTS I
- Data Extract - FACTS II
- Upload MAF File - FACTS II
- Send Bulk File to Treasury - FACTS II
- Open/Close Material Management Posting Period
- Open/Close General Ledger Posting Period
- Open/Close Controlling Posting Period
- Submit SF-224

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 203 – FMMI Periodic Processing Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 8 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

*\*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 2. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.*

## 430 Series

### 5.15 FMMI 431 - FMMI Funds Management Process

#### Target Audience (Agency and Department)

- Funds Management Approver
- Funds Management Budget Approver
- Funds Management Budget Coordinator
- Funds Management Processor
- Funds Reservation Processor
- Funds Commitment Processor
- Funds Commitment Approver

#### Purpose/Description

- The purpose of the FMMI 431 – FMMI Funds Management Process course is to provide users with a detailed understanding of the Funds Distribution and Budget Execution processes in FMMI. The course guides appropriate users how to execute budget distribution in the FMMI system. This course also instructs users on executing Funds Reservation and Funds Commitment processes in FMMI.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the Funds Management end-to-end process, sub-processes and tasks:
- Explain the Budget Execution and Distribution process in FMMI
- Explain the Funds Reservation process in FMMI
- Explain the Funds Commitment process in FMMI
- Explain the key Funds Management terminology
- Describe the FMMI roles required perform the Funds Management end-to-end process
- Explain the interactions between the Funds Management process area and others process areas within FMMI

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Enter Appropriation
- Approve Appropriation
- Enter Apportionment
- Approve Apportionment
- Enter Allotment
- Approve Allotment
- Enter Sub-Allotment
- Approve Sub-Allotment
- Enter Reimbursable Authority Appropriation
- Enter Reimbursable Authority Apportionment
- Enter Approved Continuing Resolution
- Enter Unapproved Continuing Resolution
- Return Unapproved Continuing Resolution
- Enter Appropriation (after receipt of warrant)
- Enter Appropriation Transfer In (TICA)
- Enter Rescission at Agency Sub-Allotment Level
- Enter Rescission at Agency Appropriation Level
- Display Budget Entry Documents
- Create Funds Reservation
- Change Funds Reservation
- Display Funds Reservation





- Create Funds Commitment
- Change Funds Commitment
- Display Funds Commitment

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 204 – FMMI Funds Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 12 hours

Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 440 Series

### 5.16 FMMI 441 - FMMI Sales Order Process

#### Target Audience (Agency and Department)

- Sales Order Processor
- Sales Order Billing Processor
- Overhead Allocation Processor
- Price Condition Processor
- Sales Order Mass Upload Processor

#### Purpose/Description

- The purpose of FMMI 441 - FMMI Sales Order Process course is to explain in detail the Sales Order sub-process and corresponding activities that occur within the FMMI Accounts Receivable process. The course prepares appropriate users on how to execute the Sales Order activities aligned with their role.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the purpose of the sales order activities within the Accounts Receivable process and across the FMMI system
- Explain key sales order terminology and concepts
- Explain the process flow of sales order tasks
  - Create a sales order
  - Change an existing sales order
  - Display an existing sales order
- Explain the FMMI role required to perform the sales order activities
- Explain the interactions between sales order tasks and the Accounts Receivable business area and the overall FMMI system

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create a Sales Order without an Advance (RONA)
- Create Sales Order for an Inter-agency Agreement (INTR)
- Create a Sales Order with an Advance (ROWA)
- Create User Fee Sales Order (UFAN)
- Change Sales Order
- Display a Sales Order

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

#### Course Length

- 4 hours

#### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.17 FMMI 442 - FMMI Billing and Collection Process

### Target Audience (Agency and Department)

- Accounts Receivable Processor
- Accounts Receivable Approver
- Cash Collections Processor
- Customer Correspondence Processor

### Purpose/Description

- The purpose of the FMMI 442 – Billing and Collection Process course is to explain the in detail the Billing and Collection sub-process and corresponding activities that occur within the FMMI Accounts Receivable process. The course prepares appropriate users on how to perform the Sales Order Billing, Invoice, Collections and Clearing and Credit Memo activities aligned with their role.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the purpose of billing and collections activities within the Accounts Receivable process and across the FMMI system
- Explain the key billing and collections terminology and business concepts
- Explain the process flows of billing and collections business activities
- Describe the roles required to complete billing and collections activities
- Explain the interactions between billing and collections activities and the Accounts Receivable business area and across the FMMI system

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create Billing Request
- Create Billing Request with Batch Billing
- Create Billing Document
- Run Background Processing
- Create AR Invoice
- Approve AR Invoice
- Display AR Invoice
- Create AR Reversal Document
- Post Incoming Customer Payment
- Create Credit Memo for an AR Invoice
- Approve Credit Memo for an AR Invoice

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 8 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.18 FMMI 443 - FMMI Debt Management Process

### Target Audience (Agency and Department)

- Debt Management Processor
- Debt Write-off Processor

### Purpose/Description

- The purpose of FMMI 443 - FMMI Debt Management Process course is to explain the end-to-end process flows and sub-processes of the Debt Management Process. The course prepares appropriate users on how to perform the Debt Notification, Fee Schedule, Write-Off and Installment Plan activities aligned with their role.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain key debt management terminology
- Describe roles and responsibilities associated with debt management
- Explain the purpose of debt management and referral tasks within the Accounts Receivable process
- Explain how other processes interact with the debt management process
- Explain the process flow of debt management business tasks

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Calculate and Post Interest, Penalty, and Administrative Fees
- Generate Debt Notification Letter
- Update Receivable Status
- Create Treasury Offset File

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 4 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 450 Series

### 5.19 FMMI 451 - FMMI Purchasing Process

#### Target Audience (Agency and Department)

- Purchase Requisition Approver
- Purchase Requisition Processor
- Purchase Order Approver
- Purchase Order Processor
- Goods Receipt Processor

#### Purpose/Description

- The purpose of the FMMI 451 – FMMI Purchasing Process course is to describe the end-to-end processes and interactions of the Purchasing Process in the FMMI system. The course prepares users on how to execute the required tasks and activities associated with the creation of purchase requisitions, purchase orders, and goods receipt.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key Purchasing terminology
- Describe the Purchasing process and associated roles and responsibilities
- Explain the interactions between purchase orders, purchase requisitions, goods receipts and the Purchasing business area along with the overall FMMI system
- Complete transactions related to the Purchase Requisition Processor, Purchase Requisition Approver, Purchase Order Processor, Purchase Order Approver, and Goods Receipt Processor

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Purchase Requisitions
- Release Purchase Requisitions
- Create, Change, and Display Purchase Orders (without reference to a purchase requisition)
- Create Purchase Requisitions (with reference to a purchase requisition)
- Release Purchase Orders
- Record Goods Receipt
- Return Goods Receipt

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 207 – FMMI Purchasing Overview
- FMMI 301 – FMMI Portal and SAP Navigation

#### Course Length

- 8 hours

#### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.20 FMMI 452 - FMMI Invoice Processing

### Target Audience (Agency and Department)

- Invoice Approver
- Invoice Processor
- Advance Processor

### Purpose/Description

- The purpose of the FMMI 452 – Invoice Processing course is to describe the end-to-end processes and interactions associated with the receiving, entering, and approving invoices in the FMMI system. The course prepares appropriate users on how to perform Logistic Invoice Verification (LIV) invoice processing and approving, FI Invoice processing & approving, and addition AP processing activities aligned with their roles.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key invoice processing terminology
- Describe the invoice process and associated roles and responsibilities
- Distinguish the key differences between processing a LIV invoice vs. a FI invoice
- Explain the invoice process flows as it relates to receiving, entering, and approving invoices  
Explain how other business areas interact with the invoice process
- Complete transactions related to the Invoice Processor, Invoice Approver, and Advance Processor

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Enter and Park LIV Document – Invoice
- Display Parked Invoice – LIV
- Display Invoice Overview
- Post LIV Document – Invoice
- Change Invoice – LIV
- Block Invoice – LIV
- Release Blocked Invoice from Blocked List
- Delete Parked Invoice
- Cancel Invoice Document
- Enter and Park Invoice – FI
- Enter and Park Invoice – FI with Earmarked Funds
- Display Parked Invoice – FI
- Post Invoice – FI
- Change Invoice – FI
- Reverse Invoice
- Enter and Park FI Invoice – Non-disbursing
- Enter Credit Memo – FI
- Enter and Park LIV Document – Credit Memo
- Create Invoice Plan Settlements
- Create Advances

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 208 – FMMI Accounts Payable Overview
- FMMI 301 – FMMI Portal and SAP Navigation



Course Length

- 8 hours

Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.21 FMMI 453 - FMMI Payment Processing\*

### Target Audience (Department)

- Payment Certifier
- Payment Processor
- Treasury Disbursement Processor
- Payment Reversal Processor
- Vendor Correspondence Processor

### Purpose/Description

- The purpose of the FMMI 453 - FMMI Payment Processing course is to describe the end-to-end processes and interactions of Payment Processing in the FMMI system. The course prepares appropriate users on how to perform the Payment Scheduling, Certifying Payments, Treasury Confirmation, and Payment Reversal activities aligned with their roles.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain how to schedule a payment proposal
- Explain how to execute and approve a payment
- Explain how to execute Treasury confirmation
- Explain how to reverse a payment
- Describe key business concepts and changes related to Payment Processing
- Complete transactions related to the Payment Processor, Payment Certifier, Treasury Disbursement Processor, and Payment Reversal Processor

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Reverse Payment
- Reverse Payment Run
- Enter Payment Parameters
- Create/Edit Payment Proposal
- Verify Proposal
- Execute Payment
- Execute Treasury Confirmation

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 208 – FMMI Accounts Payable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 8 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

*\*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, this course is not targeted to be delivered in Deployment 3.*



## 460 Series

### 5.22 FMMI 461 - FMMI Cost Management Process

#### Target Audience (Agency and Department)

- Cost Management Processor
- Cost Management Administrator

#### Purpose/Description

- The purpose of the FMMI 461 – FMMI Cost Management Process course is to describe the end-to-end processes and interactions of the Cost Management Process in the FMMI system. The course prepares appropriate users to perform the Manage Statistical Key Figure Data, Project Settlement, and Assessment Cycle tasks aligned with their roles.

#### Course Objectives

Upon completion of this course, participants will be able to:

- Define the Cost Management transactional sub-processes, business activities, and tasks
- Manage Tracing Factors
- Project Settlement
- Cost Assessment
- Explain the key CM transactional terminology
- Explain how the CM transactional sub-processes fit in the entire CM process
- Describe the FMMI roles associated with the CM transactional sub-processes
- Explain the interactions between the CM transactional sub-processes and other process areas, sub-processes, business activities and tasks within FMMI

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Enter and Display SKF Data
- Create, Change and Display Project Settlement Rules
- Run Project Settlement
- Create WBS Element Group
- Create, Change and Display Assessment Cycle
- Run Assessment Cycle

#### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 205 – FMMI Cost Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

#### Course Length

- 4 hours

#### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.23 FMMI 471 - FMMI Security Administration

### Target Audience (Agency and Department)

- Agency Security Administrator
- Central Security Administrator
- User Access Requestor

### Purpose/Description

- The purpose of the FMMI 471– Security Administration course design is to outline the detail specifications and instructional plan for this course. The Security Administration course design serves as the blueprint for building and testing the Training and Performance Support (T&PS) materials. By reviewing the course designs, the Training team should be able to formulate a distinct understanding of the structure and content of the course.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain the responsibilities of the User Access Requestor, Agency Security Administrator and Central Security Administrator
- Explain the overall FMMI Security model and processes
- Describe key business concepts and changes related to Security Administration
- Use of the GRC Access Control module (CUP) for:
  - Creating a new users & Editing Existing user accounts in FMMI
  - Assigning and removing role(s) to/from a user in FMMI
  - Mitigating the identified risks on a request
- Use of the GRC Access Control module (RAR) for:
  - Mitigating the identified risks at a user level
  - Running of RAR risk analysis reports
- How to run the User Information Audit Reports in FMMI using SAP Tcode: SUIM

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create New Request
- Approve a Request
- Assign Mitigation Control
- Generate GRC Reports
- Display User Account
- Display Roles
- Generate SUIM Reports

### Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 301 – FMMI Portal and SAP Navigation

### Course Length

- 16 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

## 5.24 FMMI BusinessObjects (BOBJ) Web View Only

### Target Audience (Agency and Department)

- Viewer Users

### Purpose/Description

- The purpose of the FMMI BusinessObjects (BOBJ) Web View Only course is to provide Viewer Users with the opportunity to learn more advanced methods of navigating the BOBJ system. The course prepares users to use search, save, and export functions which provide for easier access to the desired BOBJ reports.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain BusinessObjects (BOBJ) key terminology
- Understand BOBJ information architecture
- Navigate through the BOBJ system
- Store reports in My Favorites
- Describe the options available in displaying BOBJ reports

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Display a Report
- Navigate to a Report
- Access List of Reports
- Add a Report to the My Favorites Folder
- Complete User Prompts dialog within report
- Search using Find Screen
- Export report to Excel and Adobe PDG

### Pre-Requisites (Optional)

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation
- FMMI 302 – FMMI BI Navigation

### Course Length

- 2 hours

### Delivery Method

- Self-study web-based training (WBT) via AgLearn

## 5.25 FMMI BOBJ WebI Reporting Expert User

### Target Audience (Agency and Department)

- Expert User

### Purpose/Description

- The purpose of the FMMI BOBJ WebI Reporting Expert User is to allow users to prepare more effective and analytical BOBJ WebI reports. The course prepares users to use advanced methods to search for, filter, and edit data for reports and to modify the structure of a report in order to increase the value of the information provided by a report.

### Course Objectives

Upon completion of this course, participants will be able to:

- Explain Business Objects (BOBJ) key terminology
- Understand BOBJ information architecture
- Describe the roles and responsibilities for creating and executing BOBJ reports
- Create BOBJ WebI reports
- Manipulate and customize BOBJ WebI reports

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create BOBJ WebI reports
- Run and Edit Query
- Save a Report to Desktop
- Save a Report to Agency Folder
- Edit a Report
- Open Existing BOBJ Report
- Use the WebI Formula and Filter Toolbar
- Create a Filter
- Create a New Variable
- Create a Formula
- Create a Chart
- Create a Crosstab
- Remove a Report Object
- Format a Report
- Print a Report

### Pre-Requisites (Optional)

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation
- FMMI 302 – FMMI BI Navigation

### Course Length

- 8 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom

*\*This course was developed / delivered in August 2011 to selected Agencies BOBJ workforce.*

## 5.26 FMMI Advanced BOBJ Reporting for Expert User

### Target Audience (Agency and Department)

- BOBJ Power Users

### Purpose/Description

- The purpose of the FMMI Advanced BOBJ Reporting for Expert User course is to provide Expert Users with the opportunity to learn more analytical and formatting functionalities of BusinessObjects. The course will utilize Hands-On Practice to help users to more efficiently use the BusinessObjects (BOBJ) Web Intelligence (WebI) ad-hoc reporting capabilities.

### Course Objectives

Upon completing this course, participants will be able to:

- Explain BOBJ key terminology
- Understand BOBJ information architecture
- Describe the roles and responsibilities for creating and executing BOBJ reports
- Create ad hoc BOBJ WebI reports
- Customize reports through formatting
- Create new variable and custom calculations
- Display reports in tables, crosstabs, and charts

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Query one or multiple universes
- Utilize query filters
- Merge Dimensions
- Run a report
- Create customized BOBJ report
- Create new variables
- Add report subtotals and format headers
- Format cells
- Create conditional formatting
- Format reports in new views
- Insert charts reflecting report data

### Pre-Requisites

- FMMI BOBJ WebI Reporting Expert Users

### Course Length

- 16 hours

### Delivery Method

- Instructor-Led Training (ILT) in Classroom